

APPENDIX A

SICK LEAVE FOR FAMILY CARE AND BEREAVEMENT

1. Purpose. This Appendix describes circumstances under which employees are permitted to use sick leave to care for a family member or for purposes relating to the death of a family member.

2. Definitions.

a. "Family member" means the following relatives of the employee:

- (1) A spouse and his/her parents;
- (2) Children, including adopted children, and their spouses;
- (3) Parents;
- (4) Brothers and sisters, and their spouses; and

(5) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

b. "Health care provider" means:

(1) A licensed Doctor of Medicine or Doctor of Osteopathy or a physician who is serving on active duty in the uniformed services and is designated by the uniformed services;

(2) A person providing health services who is not a medical doctor, but who is certified by a national organization and licensed by a State to provide the service in question; or

(3) A Christian Science practitioner listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

3. Limitations on Use of Sick Leave for Family Care or Bereavement.

a. The amount of sick leave granted to a full-time employee during any leave year for family care or bereavement may not exceed a total of 104 hours. The amount to be granted to a part-time employee or an employee with an uncommon tour of duty may not exceed the number of hours of sick leave normally accrued by that employee during a leave year.

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b. In order for a full-time employee to be granted more than a total of 40 hours of sick leave for family care or bereavement during any leave year, the employee concerned must retain a sick leave account balance of at least 80 hours. In order for a part-time employee or an employee with an uncommon tour of duty to be granted more hours of sick leave than the number of hours in the employee's weekly scheduled tour of duty, the employee must retain a sick leave balance equal to twice the average number of hours in the employee's weekly scheduled tour of duty.

c. When sick leave is granted to an employee under subparagraph b. above, the amount of sick leave retained in the employee's sick leave account shall, in each instance, be at least equal to 80 hours (or appropriate amount for part time employees) after deducting the amount to be used for family care or bereavement.

d. For full-time employees, the first 40 hours of sick leave may be advanced sick leave. Part-time employees or those with uncommon tours of duty may be advanced an amount of sick leave equal to the number of hours in their scheduled tour of duty.

e. If the number of hours in the employee's tour of duty is changed during the leave year, the employee's entitlement to use sick leave for family care or bereavement shall be recalculated based on the new tour of duty.

#### 4. Use of Sick Leave During Annual Leave or in Conjunction with Eligibility for Donated Leave.

a. An employer may grant sick leave during a period of annual leave for any purpose for which sick leave may be approved.

b. If an employee desires to become a leave recipient under the Voluntary Leave Transfer Program (or a Leave Bank Program, where established) because of a family member's medical emergency, the employee will be required to use the sick leave available to care for a family member before becoming eligible for transferred leave. This provision applies to any application to be a leave recipient approved on or after 2 December 1994.

APPENDIX B

SICK LEAVE FOR ADOPTION  
AND  
LEAVE FOR SERVING AS A BONE-MARROW OR ORGAN DONOR

1. Purpose: This Appendix describes provisions for suing sick leave for adoption and other paid leave for serving as a bone marrow or organ donor.

2. Sick Leave for Adoption.

a. Use of Sick Leave. Purposes for which an adoptive parent may request sick leave include appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

b. Advanced Sick Leave for Adoption. When required by the exigencies of the situation, up to 30 days of sick leave may be advanced to full-time employees for adoption purposes; prorated amounts may be advanced to part-time employees.

c. Administratively Acceptable Evidence. Activities may require employees to provide evidence that is administratively acceptable to the agency to support a request for sick leave for adoption purposes. (This ensures consistent treatment of employees using sick leave for adoption and those who may elect to invoke their entitlement to unpaid leave under the Family and Medical Leave Act for purposes related to adoption).

d. Family and Medical Leave Act. The entitlement to use sick leave for purposes relating to the adoption of a child is in addition to an employee's entitlement to unpaid leave for adoption under the Family and Medical Leave Act of 1993. (See Appendix C).

3. Leave for Serving as a Bone Marrow or Organ Donor.

a. Employees are entitled to 7 days of paid leave each calendar year (in addition to annual and sick leave) to serve as a bone-marrow or organ donor. Employees are entitled to use this

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leave without loss of or reduction in pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating. (This 7 days of paid leave separate from the annual and sick leave earned by the employee).

b. The length of absence for serving as a bone marrow or organ donor will vary depending upon the medical circumstances of each case. For medical procedures and recuperation requiring absences longer than 7 days, additional time off may be granted in the form of accrued sick leave and/or annual leave, as appropriate; leave without pay; and advanced sick and/or annual leave.